

EMERGENCY MANAGEMENT ADVISORY COUNCIL
REGULAR MEETING
July 24, 2007

The Emergency Management Advisory Council held its regular meeting on Tuesday, July 24, 2007 at 8:00 a.m. in the Tippecanoe Room in the County Office Building. Advisory Council members present were: Chairman Nathan Miller, Garry Smith, Councilmember Betty Michael, Commissioner Ruth Shedd, Mike Kyger, and James Kesterson. Also present: Director Mark Kirby, Assistant Director Tim Batta, TEMA Technician Martin Webb and Secretary Jennifer Prange.

Garry Smith moved to approve the minutes from the May 22, 2007, second by John Withers; motion carried.

Director's Report

Director Kirby introduced the new Administrative Assistant, Jenny Tyson. Ms. Tyson is a former Tippecanoe County employee and has held previous office management positions. Director Kirby added plans are underway to change the job classification and duties.

To date, the 2006 Grants are not fully accessible. Included in these grants is the Mobile Operations Support Trailer. Director Kirby confirmed also the Emergency Management Performance Grant (EMPG) that reimburses the county 50% of TEMA salaries is outstanding. The salaries have been approved for 2007 and submitted to the State by the Auditor. The Auditor did receive correspondence from the State requesting justification of an increase in salaries. Director Kirby is working with the State to resolve the situation.

The 2008 budget was distributed for review. Director Kirby noted each year the Commissioners earmark EDIT funds for new sirens and repairs, with this TEMA does not budget for repairs or new sirens. Increases were made in the garage budget with the purchase of the travel trailer and also the telephone budget due to additional phones and pagers for HAZMAT.

Director Kirby has received correspondence from the Sheriff's Department requesting participation in the Reverse 911 implementation. No dates have been set for the initial meeting, but Director Kirby plans to be a part of the process. Chairman Miller has contacted Sheriff Tracy Brown, former Sheriff Smokey Anderson and Captain Rick Walker in an effort to revive the committee. He hopes to meet with the key members and develop an assessment for the project.

A Task Force has been assembled for the 10 Indiana Homeland Security Districts across the State. This task force will consist of key emergency responders in the area and will respond to local and state disasters. Assistant Director Tim Batta will lead the local team and organize the committee. The mission statement will be "To have a task force that

can be activated within 60 minutes anywhere in District IV and sustain operations for three days without affecting the community”. A district wide mutual aid agreement will be formed to cover fuel cost, level of response and activation procedures.

Assistant Director Batta confirmed the siren rezoning is progressing slower than anticipated. Currently, he is awaiting installation of a major component for the new system. His intentions are to proceed with the hands-on field work in the next month.

Committee Reports

None

Old Business

Christopher Burke Report

Recommendation 1 – Volunteer Education and Outreach; Director Kirby distributed a plan addressing this recommendation

Recommendation 2 – Organizational Reporting Structure; Revise the by-laws to align with State statute; sub-committee assignment

Recommendation 2B – Assistant Deputy Director under Director; sub-committee assignment

Recommendation 2C – Add Captain, Lieutenant and Squad Level to existing chain of command; encompassed by TEMA volunteer by-laws

Recommendation 2D – Create comprehensive organization chart for TEMA to include relationships with advisory council, staff, officer, HAZMAT; sub-committee assignment

Recommendation 2E – Create two charts, one to illustrate entire TEMA organization and the second to define TEMA operations; sub-committee assignment

Recommendation 3A – Conduct quarterly or bi-annual advisory board meetings to understand the changing role of Emergency Management and assist TEMA Director with policies and programs and setting priorities; ongoing evaluation

Recommendation 3B – Advisory council lobby State Legislators to define role and authority of Emergency Management members; Advisory council chairman and TEMA Director will review applicable state statutes and provide to TEMA Advisory Council a summation of authority granted to TEMA Organization

Director Kirby addressed the authority of TEMA organization. Statutorily, the TEMA organization does not have the authority to enforce opinions or views in any situation. Previous attempts have been made in the past on behalf of TEMA to obtain a form of

authority on the scene. Chairman Miller suggested the advisory council further pursue this topic and identify the expectations of TEMA and establish the process within that structure.

Action Item: Director of TEMA will review Mutual Aid Agreements between the TEMA organization, jurisdictional agencies and applicable third parties. The Director will provide a summation of the status of said Mutual Aid Agreements to the Advisory Council for review and recommendations; State is reviewing and revising mutual aid agreements at several levels with control in the State Fire Marshall's office. Director Kirby suggest waiting until the state wide agreement sets the standard and districts follow that guideline unless districts are encompassed in the agreement.

Chairman Miller recommended TEMA follow this closely and if no action is taken near the end of the year, he suggest establishing an interim agreement to fall back on. Mike Kiger reported the fire departments are currently working on a mutual aid agreement. This agreement is under review and he suggested postponing work on local agreements until this agreement has been completed in the event TEMA is included.

Chairman Miller suggested updating old mutual aid agreements with local agencies or creating memorandums of understanding. His intention is to ensure other agencies will provide resources or work under TEMA in the event of an emergency.

Recommendation 3C – Advisory council should lobby State Legislature to provide employment protection to volunteers assisting with response and recovery efforts; Director will review applicable state statutes and/or consult with appropriate state representatives to determine applicability of existing employment protection laws with respect to the team of volunteers. Director will provide to the advisory council a summation of findings.

Recommendation 3D – Advisory Council Members should attend regularly scheduled HAZMAT officers meetings; Chairman and Director will discuss opportunities to provide interaction between the TEMA Advisory Council members and TEMA volunteers. The Director will determine appropriate forms and provide advance notification to TEMA Advisory Council members of opportunities in which their presence would be beneficial.

Recommendation 3E – Conduct an annual TEMA General Membership Meeting for TEMA Staff, advisory council officers, HAZMAT Response Team and volunteers; Chairman of TEMA Advisory Council and TEMA Director will discuss and determine appropriate forms through which TEMA Volunteers have the opportunity to hear about the vision and direction of TEMA and review achievements of the prior period.

Recommendation 4A – Advisory Council should use their personal and professional influence to increase the awareness of local emergency management efforts and champion for local needs, including funding, equipment and training; No action item applied, but formal response made.

Recommendation 4B – Involve the volunteers in outreach and education efforts. These efforts need to be coordinated with the efforts of the Director and the Administrative Assistant; Associated with recommendation 1A which satisfactorily addresses this item.

Recommendation 4C – Increase involvement in recovery and mitigation efforts; Director will review the role and responsibility of TEMA in the county emergency plan, specifically with respect to the transition of emergency response to recovery efforts and provide a summation to the TEMA Advisory Council for review and recommendation.

Recommendation 4D – Improve preparedness, response, recovery and mitigation efforts by learning from experiences of other emergency management agencies; Chairman of the advisory council and the Director will discuss methods of brining information sharing and/or benchmarking from other emergency management organizations to the TEMA in a more formalized fashion.

Councilmember Michael moved to adjourn, second by Commissioner Shedd.

The next meeting is scheduled for September 11, 2007.